



GREATER TAMPA BAY AREA COUNCIL
BOY SCOUTS OF AMERICA

JOB POSTING

(September 2017)

EXECUTIVE ASSISTANT

Executive Assistant to provide support for CEO and COO. Must have minimum of 3-5 yrs. experience in fast-paced professional Executive Office environment in the supporting role for CEO/COO/CFO or VP of an organization (non-profit preferred but not required). Must possess advanced and hands-on experience with MS Office (Outlook, Word, Excel, PowerPoint, Access, Publisher, version 2010 or higher)- (Mail Merge and DataBase Management Experience Required) (Tests will be administered). Must be professional, deadline-driven, highly-organized, high-energy, with ability to multi-tasks, handle numerous projects with efficiency and confidentiality. Strong communication skills (verbal/written); experienced with meeting minutes preferred.

Must be pleasant, courteous, friendly and team-player, and able to perform with minimal supervision. College degree a great plus (AA/BS/BA)

Bi-lingual (English/Spanish) a great plus but not required.

Must pass background check, employment and education verification, AND software knowledge tests.

Full-time, non-exempt position
(Monday-Friday-8:30am to 5pm- 40-hr week)
with full benefits package, including vacation, holidays, paid time-off and retirement plan. Salary based on experience.
Some evening (minimal) hours will be required
(for Board meetings and evening events)

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IMMEDIATE VACANCY

Resume' with cover letter, salary history and requirement to:
angelique.saffore@scouting.org

NO PHONE CALLS OR WALK-IN ACCEPTED